



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
EIGHTH ARMY NCO ACADEMY
CAMP JACKSON, KOREA
UNIT # 15351
APO AP 96258-5351

EACH-NCOA

16 December 2015

MEMORANDUM FOR Students in Army Basic Instructor Course (ABIC) and Small Group Instructor Training Course (SGITC)

SUBJECT: ABIC and SGITC Overview / Welcome Letter

1. Welcome to the Army Basic Instructor Course and Small Group Instructor Training Course. Instructions contained in this letter are important and to be followed without exception. SSG Chen, Jun and SSG Tull, Michael will be your Small Group Leader. These courses are designed to improve your presentation, instruction, and group presentation skills.

2. Administrative instructions:

a. Course Dates: Listed on Academy website:
<http://8tharmy.korea.army.mil/NCOA/ABIC.html>

b. Reporting Uniform: IPFU or APFT for weigh in, bring ACU to change after

c. Report Time: 0800 on start date

d. Reporting Location: 8th Army Wightman NCOA, Wightman Hall, Camp Jackson, South Korea

e. Time: 0900 – 1700 (A 3 week course that consists of 120 hours. The first 2 weeks (80 hours) is the ABIC and the third week (40 hours) is the SGITC)

f. Uniform: Duty Uniform for Military Personnel (RA, USAR, NG) to include Air Force, Navy, Marine Corps personnel. Casual business attire for DA Civilians and DoD Contractors.

g. Parking: Students will park in designated areas only. Student parking area is shown on enclosed map.

h. Documentation: Bring copy of your last APFT (DA Form 705) within 6 months. Total Army School System (TASS) unit Pre-Execution Checklist. Students returning for SGITC must bring a copy of their DA form 87 Certificate of Training from the ABIC. DA Civilians and DOD Contractors must have a letter of assignment currently or in the future as a trainer or instructor.

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i. Sleeping Arrangements: Students may remain on Camp Jackson, but must provide own bedding; sheets, blankets (sleeping bag), and pillow. Students requiring billets will receive room assignments upon arrival. Students are responsible for cleaning sleeping quarters and latrine prior to receiving graduation documentation. If sleeping arrangements are required please send an email to SSG Chen and SSG Tull at jun.q.chen.mil@mail.mil or michael.t.tull.mil@mail.mil.

3. The Army Basic Instructor Course:

a. The ABIC is a comprehensive, 80-hour course that trains Instructors to deliver training and education in TASS. Upon completion, students become qualified Army Instructors. The course consists of five modules, including an overview on Army Training/Education Development (ATED). Using a variety of methods and techniques ABIC instructors provide instruction in how to prepare and present a task, provide time for students to practice, and evaluate whether students perform the task to standard. ABIC also addresses honing communication skills, developing questions, reviewing lesson plans, evaluating instruction, communicating class rules, establishing credibility, and managing media effectively. All learning objectives may be delivered as in-resident training (traditional classroom) or in Video Teleconference Training (VTT) format.

b. ABIC stresses standardization in format and content. The course provides the instructor with standardized references and lesson plans for presenting instruction, a Training Support Package with visuals for multi-media use, and practical exercise and presentation evaluation forms.

c. All students will conduct a 20 minute conference presentation, 40 minute demonstration/practical exercise, and be required to complete a 50 minute combined methods of instruction. Students must receive a Go on all required areas of the Performance Evaluation Checklist. The presentation topic will be provided to the student from the instructor/facilitator on day one of the course.

4. Small Group Instructor Training Course:

a. SGITC is a five-day course providing the skills and knowledge you need to be a Small Group Leader. The Army Training System (TATS) Course designed to support TASS total force training mission. The SGITC provides a standardized training support package for training small group instruction (SGI). The course is designed to teach instructors how to prepare and facilitate small group instruction through in-resident training (traditional classroom) or in Video Teleconference Training (VTT) format.

b. The SGITC is a 40-hour training program conducted using the concept of learning by doing. The course is designed to teach military instructors how to facilitate a small group to achieve a training objective. The course presents definitions, terminology, instructional methods used in small group instruction, and provide insight into how

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adults learn and develop as individuals and group members with a common goal. The course presents exercises and conferences designed to have students experience, first hand, how groups react and interact in a variety of situations and SGI methodologies.

c. All students will be required to present one 50 minute assigned lesson on a Small Group Instruction method. Receiving a Go on all required areas of the Performance Evaluation Checklist is required to complete the course. The method of instruction and topic will be provided to the student from the instructor/facilitator on day one of the course.

5. Read this letter and all enclosures very carefully. This demanding course requires considerable time to complete homework assignments. You will come away with an appreciation of how to instruct material and how to facilitate small group to achieve a training objective. Any questions concerning the content of the enclosures, your attendance in the ABIC or SGITC, or course content direct to the undersigned.

6. Point of Contact this memorandum is the undersigned at, DSN 732-6417, cell 010-5621-3556 or email: eric.j.rampley2.mil@mail.mil.



ERIC J. RAMPLEY
SFC, USA
Chief of Training